

DIRAUX NOTES

A Publication of the 13th District Auxiliary Office

APRIL/MAY 2004

FROM THE DIRECTOR

LCDR Kelly A. Boodell

National Safe Boating Week! The opportunity to spread the word about safe boating and wearing life jackets this boating season is here! Thank you for all of your hard work spreading the word about boating safety. Remember to be safe, be smart, remember the principles of TCT and a special thank you to those of you who take the time to teach the kids!

Suitability Checks: FAQ's (frequently Asked Questions) and answers have been posted on the Chief Director's Web Page. We are still missing around 300 responses regarding participation in this program from members and would like to have them in, please get with the members that haven't sent in those forms! Seriously, folks, this program is another example of trying to fit too much through too small of an opening, however, with your understanding and patience, we will make progress. I know there have been frequent frustrating changes. Certainly, my office is beleaguered by SECSEN's slow pace. Lets just stick together and take a collective deep breath and be patient!

Sector Changes: The USCG is re-aligning and streamlining its operations across the US. This will involve redefining some of the boundaries of Groups as they merge with Marine Safety Offices. Some Stations may also be shifted so that they report to different Groups. The plans are still in the development phase, however there is no question that as the operational community within the CG is adjusted, the Auxiliary will undoubtedly need to adjust its boundaries as well. This may involve a couple flotillas that would be realigned so that they are in Divisions that match with the boundaries of their Order Issuing Authority (OIA). While many of the proposed organizational changes won't really impact the structure of the Auxiliary, the opportunity to review what makes sense, is before us. No other changes are intended/planned at this time. However, the USCG would like its flotillas more closely aligned with the ANT's, Stations, and Groups within their respective OIA and AOR. This makes sense because the Operational Commanders like to be involved and know what is going on in their areas of responsibility. Accountability, Responsibility and Efficiency of operations are the focus of these changes. More to follow.

Auxiliary Manual: The latest word on the AUXMAN is it's on track and is at the publishers! A copy will be placed on National's Web Site for your review when its ready. Each Auxiliary member will receive a hard copy and CD once the Commandant promulgates the Manual. Lets look for it around July/August time frame (yes, I wrote that!)

ODUs Operational Dress Uniforms are not auth yet for Auxiliarists to wear or to purchase per the G-WPM msg. The implementation timeline of ODUs for the Auxiliary will be announced when supplies are available. I realize that many are at a point where their working uniforms are no longer serviceable, lets wait for the new manual to see what other options are available.

Kayaking: The District 13 pilot program for Kayaking received a three-year approval to proceed. For those interested in non-motorized boating or information pertaining to it, please contact John Reseck at reseck@cablespeed.com

PWC Qualification Device: A PWC device was ordered from a New York vendor and should be available within the next few months. Those with PWC qualifications are eligible for the device.

Associate Membership: A new classification, Associate Membership was briefed during the February Board meeting and it becomes reality very soon. Within the next 60 days FC's should receive brochures and envelopes explaining the program. In a nut shell, this program is intended for people who want to support the Auxiliary but because of personal time constraints can only support the Auxiliary monetarily. There are varying levels of involvement for their consideration, and 40% of the proceeds are returned to the flotilla that initiates the application

PWC Manual: Is ready to be sent out. It is currently on National web page.

NAPM: The Pacific Area, National Area Planning Meeting (PAC-NAPM) attended by DCO/VCO/DIRAUX is a quarterly meeting where this group of leaders provides information about their District and receives information from the National Commodore and/or National Vice Commodore/Chief of Staff, and the Chief Director (CHDIRAUX). The information preceding this note is just a portion of the information communicated. Each RCO and the VCO have been provided a full listing of the releasable discussions that recently took place. That information should have reached each FC by the time you read this. If not, please inquire through your Chain of Communications, or see the information on the District Web Page.

District 13 Recruiting Video: District 13 is in the process of "building" a videotape showing action and activities with on-the-water Patrols, Kayaking, VSC. Air, Public Education, VSC, etc. Video and photographs are needed as soon as possible but not later than 15 June 2004. This is a District 13 initiative involving each Area, it would be great if each Flotilla participated so we have as much coverage throughout the District as possible. Upon completion and approval, this will become a member recruiting video for each Flotilla. Please send all submittals to June Feather, RCO-S.

FROM OPERATIONS AND TRAINING

CWO4 Paul Bellona

PERSONAL PROTECTIVE EQUIPMENT (PPE): *For Everyone's Information PPE Include:* i.e., Anti-Exposure Suit; Dry Suit; Layer 1 or 2 Thermal Protection (Bunny Suit); Type III PFD; Boat Crew Survival Vest w/Whistle, Personal Marker Light Signal Mirror, Survival Knife, Hand Held Flares; Parachute Bag; Glove System; Balaclava; Helmets & Goggles (for PWC Operators or if you are crew on CG maintain boats). Insulated Footwear & Thermal Socks are the responsibility of the member due to all the different sizes. **406 PEPIRBs** are issued out one per facility, so if the Operator owes the facility it will be issued to them; if the owner is a non-crewmember or a crewmember it will be issued out to them. **Returnable Items (if member gets out of Auxiliary or becomes inactive in boat crew program) include:** Helmet, Goggles, Parachute Bag, Boat Crew Survival Vest w/Gear, Anti-Exposure Suit, Dry Suit, Bunny Suit, Type III PFD, Glove System, 406 PEPIRB. **All issued PPE:** (1) will be issued out to qualified boat crew members (not facilities, flotillas or Divisions) and be signed for by the individual on AF Form 538, Personal Clothing and Equipment Record and a copy will be kept in their records at DIRAUX. **For all Flotilla Commanders/Division Captains:** All PPE will be inventoried and shall be included on the end of the year Inventory List. Any PPE that was issued and not signed for (AF-Form 538) will keep that Flotilla/Division from receiving additional PPE until CWO Bellona receives the paperwork. **Further Requested PPE Orders:** Should be coming into DIRAUX with the member's name, size, and requirements, so I can order the proper PPE needs and sizes and keep track of who is getting what. Flotillas are reminded to keep sending in their request for PPE, so I can keep a comprehensive PPE list and maintain it for ordering purposes. I have a bunch of Anti-Exposure Suits; some Dry Suits, Bunny Suits and Type III PFD to issue out on a first come first serve basis.

COAST GUARD PROTECTIVE CLOTHING POLICY: The Coast Guard requires its personnel (including Auxiliary and passengers) to wear the proper Personal Protective Clothing (PPE) while underway on it's small boats (including Auxiliary facilities). These are the minimum standards and to deviate from these standards you must get a waiver from your order issuing authority. There is also an understanding that the Auxiliary just started receiving funding for PPE and that it will take some time to issue all the proper PPE out to its qualified Boat Crew Members. Once you are issued PPE, you shall utilize it at the proper time: **(1) Regardless of weather, personal flotation devices and Boat Crew Survival Vests will be properly maintained and shall always be worn. (2) When the water temperature is below 60 degrees F, Anti-Exposure Suits and Boat Crew Survival Vests shall be worn. Additional protection may be worn at the crewmembers discretion. (3) When the water temperature is below 50 degrees F, Dry Suits with Layer 1 or/and 2 (Bunny Suits) under garments, Type III PFD and Boat Crew Survival Vests shall be worn.** (As an example, if you were on patrol for Station Bellingham and the air temperature was 75 degrees, water temperature was 52 degrees then you would be required to wear you Anti-Exposure Suit while you were underway unless you received permission from Station Bellingham to wear Float Coats or PFDs. Once you received a waiver for wearing certain PPE, you would still take your other PPE with you underway in case it is needed).

CARE OF PPE: Information on trimming the rubber gaskets along with other care on the Kokatat Dry Suits can be found on their web site at <http://www.kokatat.com/DrysuitStorage.pdf>. The Anti-Exposure Suits, Type III PFDs and Boat Crew Survival Vests can be washed with mild soap and water and hung up on a hanger to dry.

BOAT CREW CURRENCY FORMS: Many 2003 Currency forms have been coming in after Jan 2004. Currency Maintenance for the calendar year shall be at DIRAUX no later then 31 January of the next year (i.e., CY 2004 in by 31 January 2005) or you will have to complete the re-certification process, which will mean extra paperwork for you. This is because that date (31 January) is when AUXDATA automatically puts crewmembers in REYR status and they lose their Boat Crew certification. These forms are the responsibility of the member to submit in a timely manner, so do not expect or rely on the Coxswain to do it or you will find yourself in REYR and not able to receive patrol orders via POMS.

POMS MATTERS: **(1)** Coast Guard does not pay pump out fees for holding tanks on Auxiliary facilities, so please do not request re-imbursement for this item on the CG-5132's. **(2)** If there is a problem with timely re-imbursements or other problems dealing with re-imbursements, please get hold of your order issuing authority, so they can start finding out the solution to the problem if it is on their end or they can contact FINCEN to check on it.

TEAM COORDINATION TRAINING (TCT): All surface operations should be reminded that the Risk Management Course that National put out last year did not meet the TCT Requirements and that the waiver from G-OCX/G-WK ends on 31 May 2004. By 1 June 2004 everyone in this program must have taken the 8 hours TCT Course and have it documented in AUXDATA or you will not be able to receive patrol orders after that date. The TCT Course is good for 5 years, unless you are a QE who must take it every 2 years. Example: If you (coxswain or crew) took the TCT Course in June 2000, then you are good until June 2005. Also all coxswains and crew members must have the TCT Course, no matter when you are qualified during the year. If you took TCT at a Coast Guard Unit, make sure you put the paperwork in to get credit for it, since the Coast Guard will not do it for you.

BOAT FORCE INSIGNIA: Auxiliarist who qualify for the USCG Boat Force Insignia (pewter tone) may also wear their earned Auxiliary Coxswain Insignia on their uniform at the same time. One device shall be affixed above and centered over the ribbon bar and the other device shall be affixed centered on the left pocket flap above the button. Either insignia can be worn in either place.

DSC RADIO INFO (PLEASE PASS TO OTHERS): The new DSC VHF-FM Radios with CH 70 is being monitored by the Canadian Coast Guard, but the US Coast Guard is **NOT**. The USCG has not signed off on its use until it becomes official sometime in 2006. So if you are a boater in trouble, you had better stick with the old call out on CH 16 for the next couple of years (2004-2005) until you know the new system is up and running.

FROM THE OFFICE MANAGER

SK1 Holly Boehme

TRAVEL INFORMATION: As per Coast Guard Regulations all travel claims must be submitted 3 days after travel. I am asking members to submit their claims 5 days after you travel. A set of orders is like a written check and the check needs to be paid and cleared. Any set of open orders that is older than two months will be cancelled and closed. It is your responsibility to submit travel claims. The Auxiliary Office will lose funding and training opportunities if I don't keep the account current, and I cannot keep the account current if travel claims are not processed in a timely manner.

Direct Deposit is the fastest way for members to get paid. If you are still receiving checks, then you can expect to wait up to 30 days after the claim leaves my office, not your house. Email me if you need the form or check out the Aux website.

Copies of travel claims must be kept for 6 ½ years per IRS and Coast Guard regulations. Should one of these agencies come back and audit your claim and you have no paperwork, you will be responsible to repay the government.

Email is the preferred method of communication. Orders will be sent out via Email. If you are expecting orders, check your email account often. You need to have the most updated Acrobat Reader installed on your computer to open the files. If you don't have an email account, don't worry the orders will be mailed to you. If you have travel claim problems you can email me at Hboehme@pacnorwest.uscg.mil. If you don't have email, you can call me at 206-220-7080

You need to include the tone and problem you are having. For travel claim payment status you can call 800-564-5504

TRAINING NEWS If you are interested in SmartForce which is an online training tool, (if you don't know what SmartForce is, visit their website at <http://www.smartforce.com>. You can email SmartForce and give your name, employee id #, e-mail, flotilla #, and phone#. They will run you thru a verification process and then set up an account with a logon ID and password.

SmartForce@tcyorktown.uscg.mil

FROM THE DESK OF CHARLES K. CLAYTOR

Mr. Charles K. Claytor

NEW SECURITY FORMS: Everyone should know by now that there are new security forms required with new member packages. When submitting a new member package, the following items should be included in the package to avoid delays in enrollment of the new member. **1)** New member application [CGAUX-32], **2)** Prospective Member Interview [CGAUX-2], **3)** New Member Exam [CG-4886a], **4)** ID application, **5)** ID photo [Floppy disk/CD/E-mail], **6)** 2 Fingerprint Cards **7)** Special Agreement Check (SAS) Form OFI-86C, **8)** Authorization for Release of Information SF 85, **9)** Personnel Security Questionnaire.

Most of these forms can be downloaded at the D13 Director's website at <http://www.uscg.mil/d13/o/oax/>. Please follow the instructions found on the website when completing the OFI-86C and the SF 85. Do not sign the OFI-86C, but have the new member sign the SF 85. If you have any questions on the completion of any of the new member forms, please call me.

IQ to BQ: Flotilla Commander's have the ability to certify the status of a new member as BQ on the new member application. It requires naming which boating safety course the new member participated in, the date and the score. Should a member whose current status is IQ, complete a boating safety course and subsequently request a status change from IQ to BQ, DIRAUX requires a copy of the boating safety course certificate. In some instances, an E-mail or letter signed by the Flotilla Commander, stating the Boating Safety Course attended, with date and score will suffice.

CURRENCY MAINTENANCE: DIRAUX will accept 2003 currency maintenance through the end of April. For those who allow their certifications (Boat Crew/Coxswain/PWC/MDV/VE/etc.) to become REYR, the requirements for re-certification must be complete before requesting DIRAUX to re-certify the member. Currency Maintenance forms can be downloaded at the D13 Director's website at <http://www.uscg.mil/d13/o/oax/>. It is extremely important that flotillas enter tasks into AUXDATA. The major cause for many members to fall in to REYR is mission hours, vessel inspections, workshops, etc., not being entered into AUXDATA. This is the responsibility of the flotilla, not DIRAUX.

INSTRUCTOR QUALIFICATION: Those Auxiliarists who elect to become certified instructors, they must have their initial certification hours entered into AUXDATA as "trainee." After certification, currency maintenance hours are entered as lead or non-lead.

FACILITIES: When completing the Vessel Facility Inspection and Offer for Use Form, please verify that all information is correct and accurate before mailing the form to DIRAUX. As you know a new requirement is the attachment of the District 13 Operation of Auxiliary Facility By A Non-Owner. Vessel Facility Inspection Forms sent without this form will be returned. Please ensure that everyone knows and completes the Operation of Auxiliary Facility by a Non-Owner form when submitting the Vessel Facility Inspection Form.

OPERATIONS PROGRAM RIBBONS AND MEDAL SETS: DIRAUX has yet to receive any Operations Program Ribbons and Medal Sets. I am keeping a list of all those who earned the ribbons but have yet to receive one. When they do come in (and who knows when that will be) I will send them out to the flotilla commanders to be distributed to those who worked so hard to earn them. In the meantime, keep the faith; they will come sooner or later.

FROM THE DESK OF SHIRLEY BLANCHETT

Ms. Shirley Blanchett

ID CARD PHOTOS: Two thirds of D13's Auxiliary membership have now completed the processes for obtaining their new ID card. When Auxiliarists submit their digital photograph to DIRAUX for the new ID card the photo is stored in our computer base for future use. When an Auxiliarist qualifies for a Membership Service Award a new ID card is also issued along with the award. DIRAUX accesses the digital photos that we have on file and the renewal ID card is prepared. When there is no digital photo on file with DIRAUX a renewal ID card cannot be made, and therefore cannot be included with the Membership Service Award. A digital photo on file with DIRAUX can also be used for the re-issue of lost ID cards. If you have not submitted the ID card form and digital photo to DIRAUX for your new ID card please take the time and get it done today.

MEMBER TRANSFER REQUEST: For transfers *within* District 13 the Member Transfer Request form must be routed through the current Flotilla Commander for signature before being sent to the DIRAUX office. Please also submit a Change of Member Information form along with your transfer request. Transfers *into* District 13 from other districts can only be initiated by the other district. An Auxiliary member who wants to transfer to D13 must send his/her Transfer Request to their former Flotilla Commander/District for processing. AUXDATA does not permit the *receiving* District to initiate the transfer process. Likewise, if an Auxiliarist wishes to transfer *from* District 13 to another district, they will need to send the Transfer Request to their Flotilla Commander/District 13, for signature. The Flotilla Commander will then route the Transfer Request to the D13 DIRAUX office and we will then be able to initiate the transfer process. If the transferring Auxiliarist has the new format ID card they do not need to turn it in with their Transfer request. The reason for this is because the new format ID card does not have the District or Flotilla identified on it, but has only the Auxiliarist's member number. So, it remains current until the expiration date printed on the back of the card.